



Job Title	Sustainability & Support Services Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	4	Job Code	17145

Class Specification – Sustainability & Support Services Manager

Summary Statement:

The purpose of this position is to manage, evaluate, and oversee the administration of contracts and the performance of contractors; manage the Fleet Services contract over a five year period and future City contracts. Under the direction of the Chief Financial Officer and in conjunction with the Procurement Services Manager, responsible for the ultimate success of select City contracts by ensuring quality services, coordinating and obtaining or providing appropriate approvals from designated City staff for any requested contractual changes that affect cost, schedules, performance standards, technical requirements, or any other contract requirements. Responsibilities of this position are to ensure the success of City contracts, build relationships, resolves disagreements between the City and its contractors, and work to ensure the contracts are enforced according to their terms. Supervise staff, oversee acquisition and disposal of City property and resources, and complete registration of City property.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

50%

Conducts on-site visits to agencies or project sites to monitor compliance with City contractual agreements; develops a working knowledge of the contracts administered; and observes and monitors of work in process to ensure work is completed in a cost effective manner and that the finished product is of the highest quality attainable, resulting in customer satisfaction.

10%

Prepares and reviews contract change orders, supplemental agreements, contract addenda and amendments, contractor changes, and contracts for compliance with the City's procedures; maintains a file of contract documents; and advises and coordinates with contractors, subcontractors, or outside agencies on reporting requirements, reimbursement procedures, budgetary controls, and other issues to ensure compliance with the contract terms and applicable regulatory requirements.



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30%	Reviews program and financial records of contracted programs or projects to ensure compliance with contract specifications and project schedules are met; makes recommendations for improving service delivery and internal controls; and develops and implements contract tracking methods to provide information to City management on expenditures, work schedules, vendor performance, contract action dates, insurance obligations, and other data.
10%	Approves or rejects requests for deviations from contract specifications and delivery schedules; analyzes price proposals, financial reports, and other data to determine reasonableness of prices; recommends modifications to contracts; reviews and authorizes payment vouchers from contractors; develops and administers the division's budget; and directs the warranty phase of projects and report items requiring correction.

Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independence judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, business, finance, or a related field.

Experience: Five years of full-time responsible business administration, contracting, or accounting experience including two years of administrative and supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and fleet management information system.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014